

VIRGINIA FIRE SERVICES BOARD
November 15, 2013

A regular meeting of the Virginia Fire Services Board was held at the Virginia Department of Fire Programs' Headquarters in Glen Allen, VA at 9:00 am. Mr. Richard E. Burch Jr. served as Chair.

BOARD MEMBERS PRESENT

Richard E. Burch Jr. – Chair – Virginia Fire Services Council
James 'Randy' Wheeler – Vice-Chair – Virginia Municipal League
Charles 'Ed' Altizer – Virginia State Fire Marshal
Robert Miner – Virginia Chapter of the International Association of Arson Investigators
Felix Sarfo-Kantanka Jr. – General Public
Bill Kyger – Association of Counties
Carl Garrison – Virginia State Forester
Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors
Walter Bailey – Virginia State Firefighter's Association
Mark Osborn – Industry (SARA Title III & OSHA) Representative
James "Robby" Dawson – Fire Prevention Association
Edwin Smith – Virginia Fire Chiefs Association
Dawn E. Brown – Insurance Industry

BOARD MEMBERS ABSENT

John Ainslie – Virginia Board of Housing & Community Development
Thomas Moffett – Virginia Professional Firefighters Association

AGENCY MEMBERS PRESENT

Billy Shelton	Mohamed Abbamin	Don Hansen
Brook Pittinger	David Jolly	Susan Nichols
Christine Lopilato	Joe Thompson	Erin Rice
Tim Hansbrough		

GUESTS PRESENT

Ed Rhodes	Lisa Garrett	John Tunstall
Steve Kopczynski	Rodney Howell	David Layman
Richard Harris	Larry Gwaltney	Todd Maxey
Jeff Flippo	John Fugman	Brian Witt
Jack Jones Jr.		Ron Hargrave

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN THE AGENDA

Public Comments

Consent Agenda

- A. Approval Of The Minutes Of The Previous Meeting
 - i. Fire Education and Training Committee
 - ii. Fire Prevention and Control Committee
 - iii. Administration Policy and Finance Committee
 - iv. Full Board

Report from the VDFP Executive Director

Report from the VDFP Director of Administration

Fire Education and Training Committee Business

- A. Report From The VDFP Branch Chief of Training and Operations
- B. Unfinished Business
 - a. Hazmat Course Delivery Update
- C. New Business
 - i. Pro-Board Process
 - ii. Overview of Public Safety Training Center (PSTC)
 - iii. Virginia Training Officers Group (VTOG)

Fire Prevention and Control Committee Business

- A. Report From The VDFP Branch Chief of Training and Technical Services
- B. Report from The State Fire Marshal
- C. Report From The Department of Forestry
- D. Report From The Codes and Standards Subcommittee
- E. Unfinished Business [none]
- F. New Business [none]

Administration, Policy and Finance Committee Business

- A. Report from the VDFP Director of Finance
- B. Report From The Burn Building Subcommittee
- C. Unfinished Business
 - i. Vote to release Amherst County Fire and EMS Study Report
- D. New Business [none]

Comments from the Chairman, VFSB

Full Board Business

- A. Unfinished Business

- i. BHCD Meeting Update
 - ii. Fire and EMS Study Commitment
- B. New Business
 - i. 2014 Board Meeting Schedule
 - a. February 2014 (In conjunction with VFCA Expo **February 20-23, 2014*)
 - b. June 2014 (In conjunction with Fallen Firefighter Memorial Service **June 7, 2014*)
 - c. August 2014 (In conjunction with VFSA Expo **August 13-16, 2014*)
 - d. November 14, 2014
 - ii. Distinguished Service Member
 - iii. Orange County Fire and EMS Study Request

PUBLIC COMMENTS

Chairman Richard Burch introduced Secretary of Public Safety, Bryan Rhode.

Secretary Rhode thanked the board members and attendees' for their commitment to public safety. Secretary Rhode indicated that as the new administration enters, the Secretary of Public Safety's office will continue with the pursuit of their outlined goals and objectives.

CONSENT AGENDA

Topic: Consent Agenda

Motion: To approve the Consent Agenda with additions.

Discussion: To add the following content in the agenda; under Full Board – New Business – “Distinguished Service Member” and “Orange County Fire and EMS Study Request.”

Vote: Unanimous

Action: Motion Carries

REPORT FROM THE VDFP EXECUTIVE DIRECTOR

Billy Shelton provided the following report:

- Welcome to our new Board Member, Walter Bailey, representing the Virginia State Firefighter's Association and Dawn Brown, representing the Insurance Industry.
- ATL for FY 13 80% disbursed to 264 jurisdictions at \$19M
- ATL for FY 14 39.6% disbursed to 123 jurisdictions at \$9M

Incident Summary, Virginia, 2008-2013

	2008	2009	2010	2011	2012*	2013**
Fires	29,393	26,139	28,235	25,929	25,169	13,959
Rescue and EMS	394,891	424,182	430,695	452,000	512,162	331,553
All Other Calls	195,257	194,798	197,186	206,338	210,410	122,294
Total Number of Incidents	619,541	645,119	656,116	684,267	747,741	467,806
Aid Given	36,943	34,331	38,244	42,167	44,033	24,611
Fire Exposures	579	487	447	370	360	223
Grand Total	657,063	679,937	694,807	726,804	792,134	492,640
Total Fire Dollar Loss	\$444,800,936	\$278,180,173	\$245,074,521	\$239,903,587	\$273,735,147	\$135,818,844
Civilian Fire Injuries	474	382	471	479	419	239
Civilian Fire Deaths	80	68	68	56	55	47
Fire Service Injuries	335	341	423	592	671	292
Fire Service Deaths	1	1	3	1	4	0

- IFSAC accreditation site visit for NFPA 1031 and 1033 has been conducted.
- 2013 Needs Assessment for the Virginia General Assembly has a total overall response of 78.1% as of 10-22-13. New figures will be announced on Monday, November 18, 2013.
- The Virginia Public Safety Memorial Foundation is near completion on its fundraising for the construction of the memorial. It will be constructed outside of General Assembly building.
- Fire Programs Fund – Interest Earnings:
 - Per the 2013 Acts of Assembly, Chapter 806 (5/3/2013); §3-3.03 C. It is the intent of the General Assembly that the retention of interest earnings by the general fund shall be phased out over a three-year period beginning in FY 2014.

- Restoration of interest earnings to the Fire Programs Fund is not known at this time.
- Whenever interest earnings may be restored to the Fire Programs Funds, the following factors must be considered:
 - Principal Balance in the Fire Programs Fund
 - The Fire Programs Fund was swept for \$26 million in FY2010.
 - In FY2011, VDFP began operating on a Line of Credit for up to \$30 million.
 - By September 15th of each fiscal year, VDFP is drawing from its Line of Credit in order to meet cash demands for the first quarter; VDFP continues to draw from its Line of Credit on a quarterly basis throughout the fiscal year to remain solvent and meet cash demands.
 - When VDFP receives its SCC transfer in June each year, the Line of Credit is repaid.
 - Therefore beginning in the first quarter of each fiscal year, VDFP is not maintaining a principal balance in the Fire Programs Fund that is eligible for interest earnings.
 - VDFP cannot collect interest earnings on borrowed money.
 - Typically, debtors must pay interest on borrowed money; however, VDFP's Line of Credit is interest free provided it is repaid within 12 months. (Should VDFP fail to repay its Line of Credit within 12 months, the loan becomes interest-bearing.)
 - Interest Earning Rates on Principal Balances
 - Since mid-2008, the US has experienced declining interest rates
 - Interest rates earned on principal balances in mid-2008 were around 4%.
 - Since mid-2009, interest rates earned on principal balances has hovered around 1%.
 - Summary of Interest Earnings on Fire Programs Fund, if restored
 - VDFP will *not* be maintaining a principal balance throughout the fiscal year that will be eligible for interest earnings.
 - VDFP will only be maintaining a principal balance eligible for interest earnings from mid-June to mid-September (from Line of Credit repayment in June until first Line of Credit draw in September).
 - Interest earned on Fire Programs Fund principal balance from mid-June to mid-September will be at significantly lower interest rates.
 - Therefore, interest earnings on the Fire Programs Fund will be dramatically lower than previously experienced.

REPORT FROM THE VDFP DIRECTOR OF ADMINISTRATION

Brook Pittinger provided the following report:

- **VDFP Mobile App – FireSafe VA!**: The Agency is happy to roll out our FireSafe VA mobile app [both iOS and Android platforms]. We would like to thank the public life safety educators group that helped us design the app's platform. The app is available for free download in both platforms on-line stores. The application allows each family to tailor their home escape plan; learn about fire safe activities and includes an interactive fire extinguisher game.
- **Governor's Fire Services Awards**: Assurances from the Board to help market the awards would be greatly appreciated. This is an opportunity for the fire services to showcase the amazing work they have done in 2013. The application deadline is December 31, 2013. All applications should be submitted on-line. The winners of the 2013 Governor's Fire Services Awards will be handed out at the opening ceremony for the 2014 Virginia Fire Chief's Associations annual Expo & Symposium in Virginia Beach.
- **Fire & EMS Studies Update**:
 - **Wythe County** – The completed study was mailed to the County Administrator along with the fire & EMS departments that participated in the study. Since the County's Board of Supervisors requested the study to be permanently tabled, there was no Board of Supervisors presentation.
 - **Wise County** – Presentation was conducted on October 10, 2013 by Board Member Bill Kyger.
 - **Amherst County** – A request for a study was received on March 14, 2013 by the Agency. The study request is consistent with the study format provided by the Board [level of service; governance; staffing; accountability; training; safety; operations; etc]. The Agency has completed the first conference call and has scheduled the site visit as well. Rick Burch served as chair and Ed Smith will also serve on the study committee. The study complete and will need a motion by the Board to be released.
 - **Shenandoah County** – A request for a study has been received by the County [June 27, 2013]. The county is requesting a review of its combination system so that recommendations on efficiencies and improvements can be made to help enhance service delivery. The study site visit will take place from November 17 – 19, 2013.
 - **Botetourt County** - A request for a study has been received by the County [August 2, 2013]. The county is requesting a review of its overall organizational structure; training delivery; and policies review so that recommendations on efficiencies and improvements can be made to help enhance service delivery. The study's site visit has been postponed to January 2014.
 - **Orange County** – The Board of Supervisors has approved a request for Fire and EMS study. A motion to approve the study is needed. A request was received Thursday, November 14, 2014. Orange County indicated that six years ago, VFSB, OEMS, and VDFP had conducted a Fire and EMS Study. Many of the

recommendations have been implemented. The locality seeks another Fire and EMS study to evaluate the effectiveness of the improvements that had been implemented.

- **Needs Assessment:** The 2013 Virginia Fire Service Needs Assessment officially started on Wednesday, July 24, 2013. Survey questions are available and posted on our website. As of 11/14/2013, participation is 87%. The **final deadline** is going to be extended until **Monday, December 2, 2013**. Participation reports have been updated and are available on our website:
http://www.vafire.com/fire_data_statistics/needs_assessment.html

2013 Needs Assessment Participation as of 11/14/2013

	Number	Percent
Completed Survey Responses	348 / 425	81.9%
Fire Depts Represented (Overall Survey Response)	560 / 644	86.9%

- **Hotel for February VFSB Meeting:** The Board elected to stay at the Hilton Virginia Beach Ocean Front for the 2014 VFCA Expo.
- **2013 VFIRS Reporting Status:** January - August incidents are currently due from fire departments. As of 10/10/2013, we have a total of **501,824** incident reports submitted to VFIRS. For 2013, we are continuing to send reminders to fire departments with missing data.

Incident Summary, Virginia, 2013 (as of 10/10/2013)

Incident Type	Total	Percent
Fires	14,280	3.0%
Rescue and EMS	337,049	70.7%
Other Calls	125,189	26.3%
Total Incidents	476,518	100.0%
Aid Given (Mutual or Automatic)	25,081	
Fire Exposures	225	
Grand Total	501,824	

Dollar Loss	Total
Total Fire Dollar Loss	\$138,488,347

Casualties	Total
Civilian Fire Injuries	243
Civilian Fire Deaths	47
Fire Service Injuries	298
Fire Service Deaths	0

- Fires - **14,280** (3.0%); Rescue and EMS - **337,049** (70.7%); Other Calls - **125,189** (26.3%)
 - Total Incidents - **476,518** (477K)
- Total Fire Dollar Loss - **\$138,488,347** (\$138 Million)
- Civilian Fire-Related Casualties - **290** (Injuries - 243, Deaths - 47)
- Fire Service Casualties (All Incident Types) - **298** (Injuries - 298, Deaths - 0)
- Top Three Causes with Residential Structure Fires - Heating (17.1%), **Cooking (28.9%)**, Unknown (17.0%)

Additional VFIRS statistics/reports for 2013 are available on our Fire Data & Statistics webpage: http://www.vafire.com/fire_data_statistics/index.htm

FIRE EDUCATION AND TRAINING COMMITTEE BUSINESS REPORT FROM THE VDFP BRANCH CHIEF OF TRAINING AND OPERATIONS

Don Hansen provided the following report:

The Training and Operations and Training and Technical Services Branches' were successful in starting up training for FY14.

- **Instructor Symposium 2013** –The Fall 2013 Symposium was held in Roanoke on October 5-6, 2013 with 110 instructor candidates in 6 disciplines. Spring symposium location and course offerings will be forthcoming.
- **NFA Weekend** – Fall NFA Weekend Emmitsburg co-hosted with our Tennessee partners was a big success with 197 participants. The Spring in-state for FY14 will be two-fold, we will be holding an NFA – Virginia East and West. Augusta County will be held on April 5-6, 2014 and Newport News Fire Department on April 12-13, 2014. Brochures will be forthcoming when approved by NFA.
- **SCBA Maze Trailer** – VDFP presented findings for the acquisition of a trailer. We are waiting on Virginia Fire Services Board for direction on project and solicitation for Request for Proposal (RFP). It will cost about \$350,000. Burn Building Subcommittee meeting scheduled for January 2014 will determine the funding and decision of the item. The February 2014 Full Board Meeting will make the final decision.
- **Traffic Incident Management Training** – Final TtT were offered in Dublin for Southwest Virginia and Glen Allen (OEMS office) for Central Virginia. Currently have 90 multidiscipline instructors which have taught 1,000 first responders. If your regions have not scheduled training please contact the VDFP Division Office for a course offering.

Training and Technical Services Branch

- **Airport Rescue Fire Fighting Division update:** The ARFF Program has begun its fall training cycle. To date the program has conducted aircraft live fire training at Charlottesville/Albemarle Airport (23 students), Reagan National Airport (52

students), Shenandoah Valley Airport (12 students) and Newport News/Williamsburg International Airport (ongoing). Additionally, the program has conducted two Aircraft Rescue Fire Fighter certification classes (19 students) and supported a Federal Aviation Administration mandated Airport Emergency Drill at Reagan National Airport and a Nuclear Regulatory Commission required Airborne Threat Response at the Babcock and Wilcox Nuclear Operations Facility in Lynchburg. The ARFF program has training scheduled for Norfolk International Airport, Roanoke Regional Airport and Wallops Island Flight Facility.

- **NIMS Program Division update:** The following courses have been conducted through the IMS Division: NIMS ICS for EMS (1)-(meets ICS 100 & 200 criteria); ICS-100 (2), ICS-200 (2), ICS-300 (6); and ICS-400 (2); IS-700-NIMS-An Introduction (2), and All-Hazards Liaison Officer (1). Four (4) CGSFLIMT programs are planned around the state with three locations now confirmed, Hampton in October, Frederick County in December and Charlottesville in January. One additional delivery of the CGSFLIMT will be planned either for the southwest (Pulaski/Roanoke) area or north central (Fredericksburg) area based on expressed interest from departments and localities in those regions. If funds can be identified, both areas may offer the course.
- **Technical Rescue Division update:** The Technical Rescue Division is in the process of reviewing and revising the current course curriculums to ensure that all of our programs still meet and or exceed the requirements set forth in NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2013 edition. The work groups will also review the logistical needs of the programs and put a list together to better serve those agencies that request courses to ensure that the proper logistics are available.
 - The Technical Rescue Division has completed the development of the Water Rescue Programs. Plans are being made to bring all the water rescue certified instructors up to speed with the programs before they will be allowed to deliver the courses. Delivery to the students is planned for the spring 2014 teaching cycle.
 - Rescue Week 2013 was held at Barrett Learning Facility in Hanover County during the week of September 16-20, 2013. Once again the school was a huge success. A total of 148 different students attended courses during that week.
- **Quality Assurance and Curriculum Division update:** Two of the four pilots for Firefighter I have been completed and the other two are scheduled to be completed in the near future. The Firefighter Development Committee met on October 17th and 18th to discuss the program.
 - The L.P Gas committee has met several times and will be piloting a program shortly. We are scheduled to have the program back on line during the Spring 2014.
- The agency is currently scheduling the Instructor I Train-the-Trainers for instructors that will be teaching the new 8th edition program. Instructor II TtT will follow after the Instructor I TtT are completed.

Courses offered July 1 – November 30, 2013

Funded	Non-Funded	Reimbursable	Partial Funding	Total – through 11/30/2013
220	197	28	253	698

UNFINISHED BUSINESS

Topic: Hazmat Course Delivery Update

Motion: N/A

Discussion: Jeff Bailey requested a follow-up on the course completion success rate for the Hazardous Materials (HAZMAT) courses. Mr. Bailey inquired as to whether there has been any development since the August 2013 VFSB meeting in Hampton. Jeff Bailey stated that he continues to get calls regarding the failure rate of the Hazmat test. He emphasized the importance of the topic and the need for it to be considered in-depth as soon as possible.

Ron Hargrave from the Virginia Department of Emergency Management (VDEM) indicated that no changes have been taken within the past 90 changes. Mr. Hargrave indicated that they have not received any information or data that his office can use to validate the concerns raised, as related to pass/fail rates. Mr. Hargrave stated that there needs to be sufficient data and evidence to validate the concerns raised about the Hazmat Course's failure rate. Lastly, Mr. Hargrave stated that his office can be contacted by the stakeholder groups regarding their concerns and VDEM will address those concerns.

Mr. Hargrave also stated that ownership and responsibility of the Hazmat courses rests with VDEM per the Virginia Code. Therefore, only VDEM has the authority to make changes.

Chairman Burch requested that a separate meeting be held to address the concerns regarding the HAZMAT course pass/fail topic. The topic will be forwarded to the Training and Education Committee to further investigate the Hazmat testing results along with other training matters.

Ron Hargrave, VDEM, stated that VDEM will be in attendance at the meetings with the VFSB's Training and Education Committee.

Mr. Bill Kyger also stated that there needs to be an evaluation on "preferred methods of learning." He stated that instructors must find out their students' preferred learning methods so that they can modify their teaching styles. Mr. Kyger indicated that such

methods will enhance the passing rate. He concluded that failure rates can be resolved by discovering learning styles.

Chairman Burch concluded that the item will be forwarded to the Training and Education Committee.

Vote: N/A

Action: N/A

NEW BUSINESS

Topic: Pro-Board Process

Motion: N/A

Discussion: Chairman Burch indicated that since there are various training concerns, the Training and Education Committee will be reconstituted. Tom Moffett will serve as chair and Jeff Bailey as co-chair.

Chief Jack Jones, Bedford County, spoke about the Pro-Board Process. He stated the Pro-Board Process affects Virginia's fire services ability to provide fire protection. If significant changes did not occur to accommodate localities or stations, the ability for firefighters to provide acceptable fire protection will be jeopardized.

Larry Gwaltney, Virginia State Firefighters Association Executive Committee, stated that the current training requirements are affecting Virginia's diverse fire services community in a negative way. Larry stated that the training requirements have become cumbersome and are affecting some locality's ability to recruit and retain people. He further added that maintaining an instructor certification is becoming difficult.

Steve Kopczynski, York County, indicated that the Fire Council is in support of reconstituting the training committee to resolve the training issues raised. He added that the Fire Council would like to have its members serve on the committee.

Bill Kyger stated that the Association of Counties had a discussion several weeks ago on fire training. He added that between 2007- 2008, localities in Virginia had to revisit how they provide fire protection partly due to affordability. Mr. Kyger concluded that local government cannot lose the basic training standards, especially for insurance ratings.

Chairman Burch listed the following name as participants of the Training and Education Committee.

- Tom Moffett – Chair
- Jeff Bailey – Co-Chair
- Walt Bailey
- Robby Dawson

- Mark Osborn
- Ed Smith
- Don Hansen and Dave Jolly will be liaisons for VDFP.

The Training and Education Committee has been scheduled for Monday, December 9, 2013 at 9am.

Vote: N/A

Action: N/A

Topic: Overview of Public Safety Training Center (PSTC)

Motion: N/A

Discussion: VDFP Executive Director, Billy Shelton spoke about the Public Safety Training Center. He indicated that the Barrett location has been placed into surplus. Therefore, the agency's training program has been relocated to the PSTC.

Vote: N/A

Action: N/A

Topic: Virginia Training Officers Group (VTOG)

Motion: N/A

Discussion: Jeff Bailey stated that there is a weak system of communication between the adjunct instructors and non-adjunct instructors. Jeff also stated that, as a result of his work on the Firefighter I/II development committee, he has heard from various instructors that there is a discrepancy between the VDFP division offices. Jeff indicated that several years ago, VDFP would hold Virginia Training Officers Group (VTOG) meeting every year at the annual Virginia Fire Chief's Conference in Virginia Beach. During the meeting, representatives from VDFP would provide pertinent information to those in attendance as well as answer any questions or concerns that were raised.

Mr. Bailey added that attendees would take notes on the information provided, followed by an email sent to all VDFP instructors to keep them abreast of issues discussed. Since this no longer takes place, many of the changes in policies and procedures are not being disseminated to those that need it in a timely manner. Jeff Bailey stated that he would like to re-establish the VTOG meetings and the e-mail group list to provide continuous updated information to adjunct and non-adjunct instructors that are not able to attend the meetings.

VTOG will be considered by the Training and Education Committee.

Vote: N/A

Action: N/A

FIRE PREVENTION AND CONTROL COMMITTEE
REPORT FROM THE VDFP BRANCH CHIEF OF TRAINING AND TECHNICAL SERVICES

Don Hansen provided the following report:

The Virginia Fire Marshal Academy conducted the following training and services:

- **Fire Inspector 1031:** There were two schools this past quarter. The first was in Arlington and the second was in Warren County. There were 38 students between the two classes. The students were from the Town of Front Royal, Cities of Alexandria, Chesapeake, Fredericksburg and Washington D.C. Additionally, County participation included Fairfax, Prince William and Loudoun.
- **Fire investigator 1033:** There were two schools this past quarter. The first was in Roanoke County and the second was in Richmond. The classes had 32 students from the Cities of Roanoke (Fire & Police Dept.), Richmond, Fredericksburg, Chesapeake, Portsmouth, the Counties of Henrico, Chesterfield, Spotsylvania and Roanoke.
- **Study:** The VFMA with the assistance of other VDFP staff and two investigators from the Roanoke City Fire Marshal's office did an extensive study on a case assigned to the Virginia Parole Board. It involved a Homicide and Arson case that occurred over 25 years ago that resulted in the death of two children. The accused had served his time but with Innocence Project support, they were seeking a full pardon.
- **Recertification:** The VFMA ran two recertification schools at the Virginia Firefighter's conference in Hampton which resulted in 38 students receiving recertification training hours.
- **3 Day Seminar:** Chief Bailey conducted a class for the Commonwealth's Attorney group that included local Commonwealth Attorneys, Special Investigators from the Insurance Fraud Units and the Virginia State Police. The seminar was a 3 day event held at Smith Mountain Lake. In addition to the lecture, Chief Bailey was able to show the students burn patterns and evidence from a burn by using the agency Burn Cells.

REPORT FROM THE STATE FIRE MARSHAL'S OFFICE

State Fire Marshal Ed Altizer provided the following report:

- **Virginia Assisted Living Association:** SFM Altizer attended the Virginia Assisted Living Association's fall conference in Norfolk on October 14th as a guest speaker to present two programs on proposed changes to the state building and fire codes affecting assisted living facilities. The program targeted proposed changes the SFM worked on

while serving on the ICC Health Care Ad Hoc Committee proposed for the 2012 Virginia Codes currently being developed. Emory Rodgers from DHCD will be a co-presenter for the program.

- **International Code Council Code Development:** SFM Altizer attended the International Code Council Code Development hearings in Atlantic City, N.J. on October 2-5 representing the VFSB. The hearings considered challenges to more than 300 proposed code changes to the 2012 ICC Fire Code the ICC Residential Code, Wildland – Urban Interface Code, Existing Building Code and Property Maintenance Code. The challenges were in response to the initial ICC code hearings that were held in April 2013 and were submitted as opposition to the action of the ICC Fire Code Committee actions in April. These proposals were considered as part of the ICC’s development of their 2015 set of building and fire codes all of which will be considered for use in Virginia when the codes are finalized.
- **Fee for Inspections of Health Care Facilities:** The SFMO request for funding at our current hourly rate charged for inspections of health care facilities was approved by the Virginia Department of Health (VDH). The SFMO has been under contract with VDH for more than 43 years to make inspections of health care facilities for conformance with the federal life safety and fire safety standards Life Safety Code (LSC). The new agreement represents a more than \$21.00 an hour increase over the previous rate which was last increased in 1988. The SFM has requested an increase several times since 1994, but was denied each time by the VDH.
 - However, - The LSC inspections were discontinued as instructed by VDH and federal the Centers for Medicare and Medicaid Services as of October 1, 2013 due to the federal government “shutdown.” Only immediate jeopardy or actual harm situations will be authorized for LSC inspections. Paperwork for inspections already completed has been sent in for payment. This is potentially a large financial impact on the SFMO if the shutdown continues for several weeks.
- **State Fire Marshal’s Office All Hands Meeting:** All staff attended the State Fire Marshal’s Office All Hands Meeting in Chester on September 10th, 11th and 12th. Two hours of training was received from a program on kitchen duct fire wrap presented by a representative from 3M products. The Central Supervisor presented a one-hour program on kitchen hood installations. SFMO-HQ staff presented a four-hour program on aerial and proximate fireworks, misfire and disposal issues. A Virginia State Police Trooper presented a one-hour program on the transportation of fireworks. A three-hour field exercise was conducted at the Chesterfield County Fire Training Center on the proper set-up and inspection of firework displays. Staff received two hours of training on firework case history. A representative with System Sensor presented a two-hour program on recent innovations of fire alarms.
- **Fire Prevention Program at Waynesboro, VA:** SFMO staff including SFM Altizer met with the Waynesboro City Manager, Deputy City Manager, Fire Chief and Building Official on September 5th at the request of the City Manager. The City Manager and staff are making plans to expand their fire prevention program and asked the SFM to discuss the SFMO programs, priorities, and any other recommendations that could be

used as they move forward. The SFMO staff provided information on the SFMO programs, funding sources and fees, mandated programs and critical programs such as our CIKA inspections, fireworks program, explosives permits and pyrotechnician and blaster certifications.

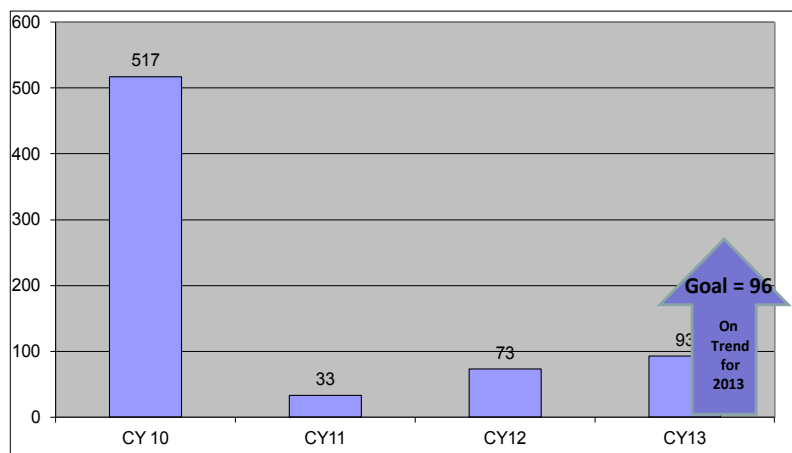
- **Fire Code Enforcement:** A pyrotechnic event at the University of Virginia (UVA) football game at Scott Stadium on August 31st resulted in a suspension of the display. The pyrotechnic devices were observed to be used in a space that was too close to band members. There were other problems with wet and unsecured pyrotechnics products. The SFMO staff has issued a NOV, and will be meeting with the UVA Fire Safety Staff and the vendor to review procedures and methods to ensure that the shows remain safe to the public as well as to the pyrotechnicians and their staff, and the UVA staff.
- **DHCD/BHCD Code Change Public Hearing:** The State Fire Marshal, Deputy, and staff have attended three DHCD/BHCD Code Change meetings and public hearings at the Virginia Housing Center in the Innsbrook Office Park in Henrico beginning August 22nd.
 - Numerous proposed code changes relating to the adoption of the 2012 building and fire codes in Virginia submitted by the SFMO and the Virginia Fire Services Board Code Committee have been discussed including the SFMO fee proposals that have been requested for approval by the Board of Housing and Community Development since August of 2011.
 - Parking of Hazardous Material vehicles, sprinklers in schools and apartments, requirements for CO detectors, egress door locking requirements, the definition of night clubs, the proposal to allow use of NFPA 45 for laboratories as an alternate to the very restrictive control area requirements now in the state codes have also been discussed.
 - Other meetings were September 23rd and October 11th. The proposal to allow NFPA 45 has the potential of saving thousands of dollars in construction and renovation costs while providing equal or better protection that has been successfully used for many years.
- **BHCD/VFSB October 2013 Meeting:** The next BHCD/VFSB will be on Monday, October 28, 2013 at the Virginia Housing Center in the Innsbrook Office Park in Henrico. Items to be discussed include the fire marshal fees and the use of NFPA 45.

- **VDFP Strategic Goal 2**

Public Safety: CIKA Inspections by SFMO Inspectors

Strategies and Tactics	Measurement Plan
<p><i>Goal: For the State Fire Marshal's Office (SFMO) inspection staff to conduct 96 Critical Infrastructure & Key Assets (CIKA) inspections in CY 2013.</i></p>	<p>There are currently 96 buildings on the CIKA list.</p> <ul style="list-style-type: none"> • CIKA inspections will be conducted monthly by the SFMO inspection staff.
<p>The objective of this goal is to provide a safe environment for people working and residing in private, state-owned and institutional buildings where the State Fire Marshal's Office is responsible for inspections.</p>	<p>Annual and periodic review of the CIKA building list and working with CIKA building facility management to ensure assets are preserved continuously.</p>
<p>Enhance Public Safety throughout the Commonwealth: This goal directly aligns with VDFP's mission of enhancing public safety throughout the Commonwealth, by providing a culture of awareness and preparedness throughout Virginia buildings inspected by the SFMO staff.</p>	
<p>Note: The SFMO routinely reviews the CIKA building classification list as well as working with other state agencies to ensure accuracy.</p>	

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Note: In CY10, the SFMO staff inspected all buildings that *could* be classified as CIKA. From the 517 buildings inspected in CY10, 96 buildings were determined to be CIKA buildings. SFMO continued to work with DGS and federal guidance, which defines CIKA buildings, to ensure the SFMO has captured all CIKA buildings.

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State Fire Marshal Inspections since August 16, 2013 Fire Board Meeting

Table 1 of 2

2013	Aug. 16	Aug. 23	Aug. 30	Sept. 6	Sept. 13	Sept. 20
Life Safety Code Inspections	16	16	13	17	25	17
Fire Prevention Inspections	110	94	112	137	87	43
State Construction Inspections	52	59	44	39	3	19
CIKA Inspections Completed For CY13	3	5	11	4	8	0
Life Safety Code Reports	42	37	62	0	68	41
Operational Permits Issued	0	0	0	0	0	0
Permits to Store/Sell Explosives	0	6	0	0	0	0
Permits to Use Explosives	0	8	2	0	0	0
Permits to Manufacture Explosives	0	0	0	0	0	0
Blaster and Background Clearance	0	4	0	0	0	4

Table 2 of 2

2013	Sept. 27	Oct. 4	Oct. 11	Since Last FB	CY13 Totals
Life Safety Code Inspections	16	20	16	156	975
Fire Prevention Inspections	177	250	177	1187	5183
State Construction Inspections	13	24	21	274	1542
CIKA Inspections Completed For CY13	1	2	0	34	96
Life Safety Code Reports	0	61	27	338	1895
Operational Permits Issued	0	0	0	0	190
Permits to Store/Sell Explosives	0	0	26	32	108
Permits to Use Explosives	1	0	1	12	53
Permits to Manufacture Explosives	0	0	1	1	1
Blaster and Background Clearance	0	0	0	8	143

REPORT FROM THE DEPARTMENT OF FORESTRY

Carl Garrison provided the following report:

Mr. Garrison indicated currently, the only fire problem in the Commonwealth is Wythe County's large fire on U.S. Forest Service Land.

Mr. Garrison also provided an update on Dry Hydrants. He added that for FY14, DOF will get about 35 new dry hydrants around the state and 10 repairs. Moreover, applications are consistently being received. DOF has initiated a new phase to emphasize the dry hydrant programs and access to sites. Federal mitigation funding has been provided. Fifty percent cost

share with local fire departments are in place. This will greatly benefit localities; the grant application will go out February 2014.

Lastly, Mr. Garrison indicated that it will be 100th anniversary for Forestry in 2014. DOF will make major announcements. He thanked VDFP and Mr. Shelton for assigning Forestry the month of August in VDFP's 2014 Calendar. Some of the activities planned include displaying antique brush trucks along with various events. DOF will have a display that sets up antique forestry brush trucks.

REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE

Mr. Robby Dawson indicated that there were no meetings held in October 2014.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

No New Business

ADMINISTRATION, POLICY AND FINANCE COMMITTEE BUSINESS REPORT FROM THE VDFP DIRECTOR OF FINANCE

Christine Lopilato provided the following report:

Committee on Fire Education & Training

- Nothing to report.

Committee on Fire Prevention & Control

- VFIRS Hardware Technology Grant Program
 - 1) FY14 VFIRS Application Evaluation Matrix and Award Recommendations -
Enclosure 1

Budget Report

- FY2013 Financial Reporting
 - 2) Statement of Cash – Interest Account as of September 30, 2013 - **Enclosure 2**
 - 3) Burn Buildings Cash Obligations and Availability as of September 30, 2013 -
Enclosure 3
 - 4) FY14 Burn Buildings Spending Plan - **Enclosure 4**

Grants & Local Aid Report

- Aid to Localities (ATL) Entitlement Program
 - 1) FY13 ATL Report – **Enclosure 5**
 - 2) FY14 ATL Report - **Enclosure 6**
- Burn Building Grant Program
 - 1) Burn Building Summary Report - **Enclosure 7**

Christine Lopilato also discussed the Regional Fire Service Training Program;

- **Regional Fire Service Training Program** – being funded from \$975,000 allotted to the Burn Building program; the policy became effective July 1, 2013. Information is on the VDFP website. Annual packages have been sent in June 2013 which had details on the program.
 - **Application Cycle** - January 1st to February 28th, 2014 will be the first application cycle. When the applications are received, VDFP will review and in April 2014 a presentation will be provided along with recommendation to the Burn Building Subcommittee (BBSC). BBSC will then make a decision on allocation amount. Following that, final decisions will be made at the full board meeting in June 2014. VDFP will follow up with notification.
- VFSB must allocate the remaining \$50,000 from the Burn Building Fund to fund The Structures Group (TSG) contract. Additional information can be found on the Burn Building spending plan. There is a line item for The Structure Group (TSG); each term is up to one year for \$100,000. The remaining \$50,000 still needs to be allocated.

Topic: VFIRS Program Account

Motion: Transfer \$8,642 from the interest account to the VFIRS program account.

Discussion: The Board voted to transfer \$8,642 from the interest account to the VFIRS program account.

Vote: Unanimous

Action: Motion Carries

Topic: Allocation for The Structure Group (TSG) Contract

Motion: To allocate \$50,000 for the TSG Contract.

Discussion: Board made a decision to allocate \$50,000 for the TSG Contract.

Vote: Unanimous

Action: Motion Carries

Topic: FY2014 VFIRS Grants Applications Awards

Motion: To award the FY2014 VFIRS Program applications as recommended by VDFP staff.

Discussion: Board made a decision to award VFIRS Grant Program as recommended by VDFP staff. According to the recorded audio of the meeting, the written motion did not

reflect the discussion on this topic. Refer to memorandum for detailed explanation - **Enclosure 8.**

Vote: Unanimous

Action: Motion Carries

REPORT FROM THE BURN BUILDING SUBCOMMITTEE

Mr. Robert Miner indicated that there was no Burn Building Subcommittee meeting on October 10, 2013. The schedule for the 2014 meetings will be discussed under the full board.

UNFINISHED BUSINESS

Topic: Vote to release Amherst County Fire & EMS Study Report

Motion: To approve the Amherst County Fire and EMS Study as presented and to allow staff to make any changes with the scope of the draft.

Discussion: The Study Committee has completed drafting the report. Amherst County has completed the technical content review. The finalized draft will be sent to Amherst County and a presentation will be scheduled. The final copy of the study will be posted on VDFP website under Fire and EMS Studies.

Vote: Unanimous

Action: Motion Carries

NEW BUSINESS

No New Business

COMMENTS FROM THE CHAIRMAN

Mr. Burch thanked everyone for their attendance.

FULL BOARD BUSINESS

UNFINISHED BUSINESS

Topic: BHCD Meeting Update

Motion: N/A

Discussion: Ed Altizer provided an update on the meeting held by BHCD. He also indicated that VFSB and BHCD will have a meeting to discuss items that have not been resolved during the previous meetings on December 16, 2013. VFSB has an agreement with BHCD to provide three VFSB members to serve at the meetings. However,

participation from the VFSB members has resulted in not enough representatives at the meetings. He added that many of the votes from the October meeting were 3 to 2 regarding topics related to the SFMO fees. Mr. Altizer pleaded to get more participation from the VFSB members, at least three members in order to effectively get appropriate representation.

A discussion ensued regarding the notice provided to VFSB related to the BHCD joint board meeting process. Lack of sufficient notice is inconvenient for the VFSB members, especially when items on the agenda affect the VFSB and their respective stakeholder's groups. Chairman Burch added that the MOU established sought to have an annual meeting, lack of appropriate notice to the VFSB about meetings is inconvenient. VDFP staff will draft a letter from Mr. Burch regarding the notice provided about BHCD meetings.

For the BHCD meeting scheduled for December 16, 2013 – Edwin Smith and Robert Miner will attend on behalf of VFSB.

Vote: N/A

Action: N/A

Topic: Fire and EMS Study Commitment

Motion: N/A

Discussion: Chairman Burch indicated that there is an increase of Fire and EMS Study requests. However, there is an issue of board members' availability. He further indicated that since there routinely seems to be a conflict with Board member's schedules, that the Board should consider utilizing the expertise from the field to take part in the studies on behalf of the VFSB member that is absent.

Chairman Burch added that the Botetourt County Fire and EMS Study was postponed due to the lack of VFSB member's participation. The county would like to have the study completed before their budget process. Therefore, the study has been scheduled for Wednesday, January 8 – Friday, January 10, 2014. Additionally, Chairman Burch stated that Botetourt County would like to include their Board of Supervisors in the meetings process. VFSB participants will be Robby Dawson and Randy Wheeler.

Vote: N/A

Action: N/A

Topic: Orange County Fire and EMS Study

Motion: Approve the Orange County Fire and EMS Study

Discussion: A request for Fire and EMS Study was received on Thursday, November 14, 2014 from Orange County. The board decided to schedule the study for Wednesday, January 15 – Friday, January 17, 2014. VFSB participants will be Bill Kyger and Robert Miner.

Vote: Unanimous

Action: Motion Carries

NEW BUSINESS

Topic: 2014 Board Meeting Schedule

Motion: To approve the 2014 VFSB Meeting Schedule.

Discussion: The following dates have been scheduled for the 2014 VFSB Meetings.

- **Full Board**
 - February 2014 (In conjunction with VFCA Expo **February 20-23, 2014*)
 - Friday, February 22, 2014
 - June 2014 (In conjunction with Fallen Firefighter Memorial Service **June 7, 2014*)
 - Friday, June 6, 2014
 - August 2014 (In conjunction with VFSA Expo **August 13-16, 2014*)
 - Friday, August 15, 2014
 - November 2014
 - Friday, November 14, 2014
- **Burn Building Schedules**
 - January 9, 2014 at VDFP Headquarters
 - May 8, 2014 at VDFP Headquarters
 - July 10, 2014 at VDFP Headquarters
 - October 9, 2014 at VDFP Headquarters
- **Code Subcommittee**
 - There was no determination on the Code Subcommittee's 2014 Schedule. Information will be provided following the BHCD and VFSB meeting in December 16, 2013.

Vote: Unanimous

Action: Motion Carries

Topic: Distinguished Service Member

Motion: To award Richard Burch the VFSB Distinguished Service Member.

Discussion: Randy Wheeler brought forth a nomination for Richard Burch as the distinguished service member. Mr. Wheeler received nomination information from Dustin Campbell and the Board unanimously voted to award Rick with the award.

Vote: Unanimous

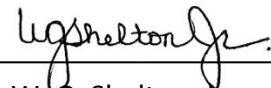
Action: Motion Carries.

ADJOURNMENT

The Board adjourned at 1:45pm

Clerk of the Committee
Mohamed G. Abbamin

REVIEWED BY:



W. G. Shelton, Jr.
Executive Director

November 15, 2013

Date

Enclosures:

1. **Enclosure 1** - Statement of Cash – Interest Account as of June 30, 2013
2. **Enclosure 2** - Burn Buildings Cash Obligations and Availability as of June 30, 2013
3. **Enclosure 3** - FY2014 Burn Buildings Spending Plan
4. **Enclosure 4** - FY14 VFIRS Hardware Grant Application Review
5. **Enclosure 5** - FY13 ATL Report
6. **Enclosure 6** - FY14 ATL Allocations
7. **Enclosure 7** - Burn Building Summary Report
8. **Enclosure 8** – Memorandum on Motion Correction - FY2014 VFIRS Grants Applications Awards